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May 1994

ISD News and Views

Volume 11 No. 11

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Published by the Information Services Division

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Editor's Note

After ISD's recent reorganization, a new section has been given the task of editing News & Views. That new group is the Customer Relations section within the Policy, Development & Customer Relations Bureau.

Special thanks to Dan Mossman and Brett Boutin for their tireless efforts to produce the newsletter. One can't say enough about the excellent work they have done as editors of News & Views (their work would have made Walter Cronkite proud).

We hope to build upon the work done by Dan and Brett by incorporating some new features and perhaps changing the "look" of the newsletter. Please submit all articles, in the same fashion as before, to Curt Secker of the Customer Relations section.

Stay informed - don't miss a single issue of News & Views!

The Information Super Highway: Coming Your Way Soon

The State of Montana is conducting a one-year pilot project which will provide access to the Internet, the global information super highway. A 56 Kbs dedicated access link with SprintLink Communications has been established. State and local government entities with LANs, connected to the Capitol Complex Backbone or located in cities currently connected to Summitnet, may participate in the pilot project. (Dialup access will also be available.) Participants in the pilot will be required to provide ISD feedback in late 1994. The feedback information will be used as input to formulate ongoing support structure for statewide Internet access, as well as a fair and effective cost recovery mechanism.

Workstations accessing the Internet via Summitnet will need to acquire, install, and configure the TCP/IP protocol stack on their system.

PLEASE RETURN

ISD is recommending the use of Novell's LAN Workplace for agencies needing this TCP/IP connectivity. The State has entered into a Master License Agreement (MLA) with Novell. This will allow government units to purchase Novell's LAN Workplace, at a reduced price.

ISD has established an Acceptable Use Policy to ensure that traffic traversing the State's Internet link facilitates the exchange of information for state and local governments. The policy also states that Internet users must not disrupt other network services to the point that it adversely affects its original purpose.

All state agencies have received information on the pilot project and how to become a participant (numbers are limited). If you need additional information or want a copy of the complete "State of Montana Policies & Procedures for Internet Pilot Project" and the Acceptable Use Policy, please contact Ron Heilman, project coordinator at 444-2924.

SummitNet Primer

In recent months there has been considerable interest and rumors surrounding SummitNet. Most of this activity has originated from ISD's efforts to move forward with the SummitNet Executive Planning Process (EPP) proposal (to be presented to the 95 Legislature). Yet many people are not familiar with SummitNet, or have never heard of it before.

You might be surprised to know that SummitNet is already an existing network, although limited in its use. The current users of SummitNet include the University Units, Montana Department of Transportation, and ISD. SummitNet is a true peer-to-peer network in contrast to the State's SNA network which is hierarchical in nature and centered around the IBM mainframe facility. SummitNet is ISD's answer to the demands of our users and the industry direction towards client/server computing, and local area networks with a greater geographical basis. For users already accustomed to the INTERNET, SummitNet will have a familiar look and feel to you.

ISD is moving forward with a major EPP item to expand SummitNet into every county in Montana. The EPP proposal will place routers (manufactured by Cisco Systems) into:

- Department of Revenue Property Appraisal Offices,
- Department of Justice CJIN locations,
- Department of Labor and Industry Job Service Locations,
- Department of Corrections locations,
- Department of Family Services locations and
- all the Tribal/VOTECH locations.

Once complete, SummitNet will provide many of the same types of communications solutions that we have come to expect from the Capitol Complex Backbone and our LANs. The proposal also anticipates the collapsing of the SNA network into SummitNet at some point in time.

As mentioned earlier, SummitNet is quite similar to the INTERNET. In fact, the dominant protocol that SummitNet will use is TCP/IP, the only protocol used on the INTERNET. However, the Cisco routers that ISD is utilizing to build SummitNet are multi-protocol routers and have the ability to concurrently route other protocols such as DECnet (used in the DEC/VAX environment), and IPX (used in the NetWare environment) along with TCP/IP. Currently SummitNet routes only TCP/IP and DECnet. It is ISD direction to ultimately allow only TCP/IP on SummitNet.

For the NetWare environment this means replacing IPX with TCP/IP, or encapsulating IPX within TCP/IP packets before transporting across SummitNet. Likewise for SNA traffic, ISD is actively investigating SNA-TCP/IP encapsulations technology.

SummitNet has received support from several public and private entities.

For further information on SummitNet, contact Terry Kramer 444-2556.

Microcomputer

WordPerfect Corporation Ships WordPerfect 6.0a for Windows

Interim release improves speed, reliability and ease of use.

On April 25, 1994 the WordPerfect Corporation began shipping WordPerfect 6.0a for Windows, an interim release of WordPerfect 6.0 for Windows which began shipping in October 1993.

WordPerfect 6.0a for Windows is free to registered WordPerfect 6.0 for Windows users upon request by calling WordPerfect at (800) 321-4566, or ISD can provide registered users the interim release. Users need to leave WordPerfect 6.0 for Windows installed on their machines as the interim release will ship on a reduced disk set and automatically update the necessary files.

WordPerfect 6.0a will improve overall reliability of the program and address speed and performance issues. Several new features have also been added.

New Features:

- QuickCorrect
  QuickCorrect automatically corrects mistyped or misspelled words. For example, "adn" is replaced with "and" as soon as the user presses the space bar or another word delimiter such as a comma, period, or semi-colon. QuickCorrect also automatically expands abbreviations and corrects errors with two initial caps on the fly.

- QuickSelect
  WordPerfect 6.0a gives users the flexibility to precisely select text by choosing complete words, sentences and paragraphs as well as individual letters.

- QuickStart Coach
  An interactive QuickStart Coach appears when first launching WordPerfect 6.0a to give users an overview of the product. This coach will assist WordPerfect for DOS users, as well as users of other word processors as they make the transition to WordPerfect for Windows.

- Transition Advisor
  Accessed from the Help menu, the Transition Advisor offers specific help for WordPerfect DOS users, as well as users of other Windows word processors. The Transition Advisor displays keystrokes and commands from WordPerfect 5.1 for DOS and shows users how to perform equivalent tasks in WordPerfect 6.0a for Windows.

- Uninstall
  The setup program includes an Uninstall facility which lets users "uninstall" parts of WordPerfect 6.0a such as the tutorials and learning files.

Enhancements:

- Speed
  WordPerfect 6.0a includes speed enhancements in important areas such as scrolling, printing, graphics handling, basic formatting, table editing, ExpressDocs templates and opening large documents.

- Size
  With code optimization and new compression technology, the standard installation for the interim release has been decreased to 27MB (minimum install is now approximately 8MB).

- Better Conversions
  To address the needs of WordPerfect 5.x users, file and macro conversions have been improved.

- New Document Templates
  The WP Lite template provides a scaled-down menu and feature list for novice users. The WPAmiPro template helps Ami Pro users transition to WordPerfect (Microsoft Word template is already included). Templates are now available for creating business cards, legal pleading forms, term papers and a new form letter.

° New Button Bars
Design Tools for quick access to tools such as borders, drop caps and watermarks, Utilities with options to save and close all files, Legal with popular features such as Table of Authorities, outlines and revision marking.

If you have any questions about WordPerfect 6.0a please contact Kyle Wynn of End User Support at 444-2859.

SAS for Windows

ISD is migrating the SAS system for information delivery to the Windows Operating Environment version 6.08. The current DOS release of 6.04 is no longer being updated by SAS. All SAS users should plan on converting to the Windows release. All current and future SAS products will only be available in the Windows version. SAS for Windows contains an entirely new menu-based, point-and-click graphical interface that departs radically from SAS's traditional way of doing things. Under Windows, the SAS System provides tremendous efficiency and graphical user interface support improvements. New and existing users can take advantage of:

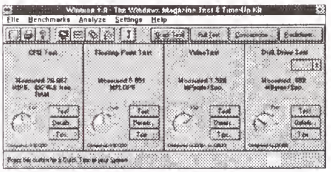
- Improved performance through superior memory management
- Cooperative multitasking
- Improved performance of numerical calculations
- Enhanced printing support
- Dynamic Data Exchange
- Object Linking and Embedding
- Multimedia support

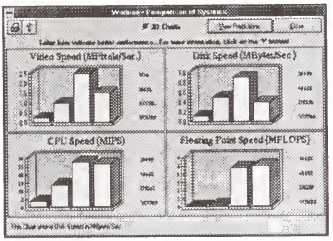
If you would like to migrate to the Windows OS environment or have any questions regarding SAS contact Jerry Kozak at 444-2907.

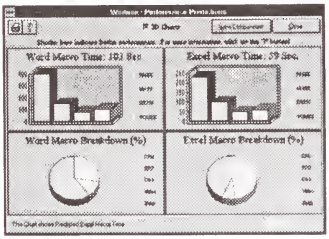
Another Windows Freebee! - WINTUNE

WinTune is another free Windows program that analyzes the performance of a PC from the Windows point of view. It is similar to WinSpeed, offered in a past issue of News & Views, but approaches Windows system tuning in a slightly different method. It tells you how well Windows is performing on your hardware setup and how this compares to other popular hardware configurations for both synthetic (pure timing) and application based benchmarks. It gives benchmarks for CPU, FPU, Disk, and Video usage, and predictions of how much time is spent in each critical area (CPU, FPU, etc.) for a standard set of Microsoft applications. The Help selection gives tips and techniques for tuning your Windows session on your machine. WinTune was developed by the labs of WINDOWS MAGAZINE and there is an article describing it in detail in the March 1994 issue of WINDOWS MAGAZINE.

There are a number of screens displayed by WinTune, some of which are displayed below. Because of the size of the WinTune system files, it cannot be sent through ZIP!Mail. It will be distributed on diskette through regular or deadhead mail. If you would like a copy of WinTune, contact Denny Knapp of End User Systems Support at 444-2072, or through ZIP!Mail, and provide a mailing address.







ZIP!Tips

Recently, ISD decided to include ZIP!Mail licensing and a 2-hour training session as part of the $40/month network charge per PC. (Or in the case of ZIP!Office - a product that offers calendaring in addition to E-Mail - a 3 hour training session.) ISD strongly recommends that all new users attend the training session because the class handout is all the reference material users get and it keeps support calls to a minimum.

Recently, new ZIP!Mail users have been signing up for the "FREE" training through their E-Mail administrators and not attending the class. Information Services Division is billed for each person listed on the class roster regardless if they attend. The cancellation rules - giving three days notice - also apply to ISD. If the enrollee decides to sign up for another training session, the cost of their training has literally doubled.

Even though ZIP!Mail is easy to use, learning it on your own takes more time than the 2-hour training session. At some point, another employee or your agency support person may need to be contacted to demonstrate a specific function. Subsequently, there is no cost and time savings associated with teaching yourself.

ISD welcomes any feedback on ZIP!Mail or ZIP!Office training as well as any comments about other courses offered through the State's training contract with the Helena Vo-Tech Center.

If you have any questions regarding ZIP!Mail (or ZIP!Office) training please call Sue Skuletich of End User Support at 444-1392.

From the Sysops Corner...

Work is proceeding on the State Bulletin Board System. However, we need your agency's help in getting your information on the board. Each agency is mandated by 2-17-322 MCA to put certain items on the board. These include, but are not limited to:

(a) environmental assessments;
(b) rulemaking notices;
(c) board vacancy notices as required by 2-15-201;
(d) agency reports mandated by statute;
(e) parks reports required by 23-1-110;
(f) requests for bids or proposals; and
(g) public meeting notices and agendas.

In addition, any document which is fairly widely distributed to the public should be placed on the bulletin board.

To get your agency's information on the board is a fairly simple process. It involves letting us know what type of information you need to maintain on the State Bulletin Board System, gathering that information, and uploading it to the board. For more information about this process, please call the contacts listed below.

Some may be curious about what new features are coming to the State Bulletin Board. Right now, we have a new and expanded weather and road report available. It contains approximately 15 differerent weather and road reports from around the state and nation.

In addition, we are working on the capablility to do online searches to assist end users in finding the documents that they wish to review. Also, users will be able to convert documents on the Bulletin Board from their original WordPerfect, Lotus, or ASCII Text format to any one of approximately 50 other file formats.

Several other features will be added after the Bulletin Board System goes online to the public in the middle of May. These include the ability to exchange electronic mail between the BBS and the State Electronic Mail System, and more powerful searching.

If you would like more information on getting your agency's information on the board, or about the Bulletin Board System in general, please call Kyle Wynn (444-2859) or Forrest Christian (444-2921).

More Quick Tips for Lotus 1-2-3 for Windows Release 4

Here are some more quick tips that may save you some time and effort in Lotus 1-2-3 for Windows Release 4.

To select an entire row in your worksheet, move the mouse pointer to a row number in the worksheet frame and click the left mouse button. 1-2-3 selects the entire row. If you click the right mouse button instead of the left mouse button, 1-2-3 selects the entire row and pops up a Quick Menu for that row. You select a column or a worksheet (if a file has more than one worksheet) the same way. Left-click or right-click the column letter or the worksheet letter (that's the button in the corner of the frame, not the notebook tab). To select a series of rows or columns, hold down the left mouse button and drag the mouse pointer over the row numbers or column letters you want. Then move the pointer inside the range you've selected, click the right button, and a Quick Menu will pop up.

Selecting a range with the keyboard rather than with the mouse can sometimes be quicker. Move to one corner of the range you want to select. Press and hold the Shift key while using the arrow keys to select the range you want. When done, let up off the keys. You now have a range selected and can perform whatever command you want. Moving the pointer inside the range you've selected and clicking the right mouse button will pop up a Quick Menu.

To document any formula, place a semicolon after the formula, followed by a short description. 1-2-3 will ignore the text and compute the formula correctly as before.

If you have any question about 1-2-3 for Windows, please call Jerry Kozak at 444-2907, from End User Support.

Term Contract Status

Price lists. All of the latest price lists are sent via ZIP!Mail. If you would like a copy, give Brett (0515) or Dan Sidor (2029) a call. Remember to also look for the latest prices under the GUEST\CONTRACT.TRM subdirectory on the ISDNOVS01 server.

Calendar of Events

May 10 Information Technology Advisory Council (ITAC) meeting.

May 11 Information Technology Manager's Group (ITMG) meeting.

End Notes

Submit Articles

If you'd like to submit an article to *News and Views* for publication, please send it to Curt Secker, preferably by ZIP!Mail. Please have your article in by the date indicated below for inclusion in the month listed:

June Issue	05/20/94
July Issue	06/17/94
August Issue	07/22/94

ISD Customer Support Center 444-2000

Got a problem? Do you need ISD assistance for any of your information processing needs--either voice or data? The central contact point is the ISD Customer Support Center (formerly the Network Assistance Center).

Electronic Distribution of News & Views

Help save a tree and have your N&V come to you electronically! Just let Curt (1614) know, and you will be added to the ZIP!Mail distribution list.

Distribution Notes

845 copies of this public document were printed at a cost of $255.

Distribution costs are $18.25.

85 copies of this document were distributed electronically at no cost.

Editor: Curt Secker

Training Information

All classes will be held in Room 210 at the Helena Vo-Tech center at 1115 N. Roberts, unless another location is specified. Please note that these costs are subject to change each July 1st.

To enroll in a class, **you must send or deadhead an enrollment application** to the State Training Center, HVTC, Helena, MT 59601. If you have questions about enrollment, please call 444-6800. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.*

The classes available and their costs are as follows:

Class Name	Cost	Length in Days
*MVS\ESA - Differences from MVS\XA	FREE	¼
*Introduction to TSO/SPF	$ 85.00	1
*Introduction to JCL (Job Control Language)	340.00	4
*Introduction to CICS Programming	**	5
*Introduction to IDMS Database Programming	**	5
*IDMS ADS/Online	**	5
Introduction to CULPRIT	255.00	3
*Subscripting in CULPRIT	FREE	¼
*CULPRIT Programming for IDMS	170.00	2
*Introduction to SAS: Module 1	21.25	¼
Module 2	21.25	¼
Module 3	212.50	2½
*Novell Network Administration	170.00	2
*Novell NetWare System Manager	**	3
*Novell NetWare Advanced System Manager	**	3
*Novell Netware Service & Support	**	5
PC Maintenance	170.00	2
*Windows Purchase, Installation and Use Considerations	FREE	¼
*Windows for the Technical Support Team	**	2
*Beginning Microcomputer Skills	85.00	1
Introduction to Microcomputers	170.00	2
Fundamentals of DOS	85.00	1
Intermediate DOS	85.00	1
Introduction to Novell Networks	170.00	2
Introduction to Windows	85.00	1
Telecommunications	170.00	2
Desktop Publishing	170.00	2
*CorelDraw	85.00	1
*CA-Docview	FREE	¼
*Introduction to Quickref	FREE	¼
Introduction to WordPerfect (5.0 or 5.1)	127.50	1½
*Advanced Features of WordPerfect 5.0	127.50	1½
*WordPerfect Complex Document Functions	42.50	½
*More WordPerfect Complex Document Functions	42.50	½
*WordPerfect 5.1 Tables	42.50	½
*WordPerfect 5.1 Columns and Math Functions	42.50	½

*WordPerfect 5.1 Graphics	85.00	1
WordPerfect Merge and Sort Functions	42.50	½
WordPerfect 5.1 Macros	42.50	½
Advanced WordPerfect Macros	42.50	½
*WordPerfect 5.1 Tips and Tricks	FREE	¼
*Conversion from WordPerfect 5.0 to 5.1	FREE	¼
*Conversion to WP 5.2 for Windows	42.50	½
WordPerfect for Windows	170.00	2
*Desktop Publishing for WP	85.00	1
*Spreadsheet Design and Documentation	85.00	1
*Conversion from Lotus 1-2-3 Rel.2.2 to Rel.3.1	FREE	¼
Introduction to Lotus 1-2-3, (Release 2.3 or 3.1)	170.00	2
Intermediate Lotus 1-2-3, (Release 2.3 or 3.1)	85.00	1
Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)	42.50	½
*Lotus 1-2-3 Graphics (Release 2.3 or 3.1)	42.50	½
*Lotus 1-2-3, Release 3.1, 3-Dim. Spreadsheets	42.50	½
*Lotus 1-2-3 Printing (Release 2.3 or 3.1)	42.50	½
Lotus 1-2-3 for Windows	85.00	1
Lotus 1-2-3 for Windows	170.00	2
*Freelance for Windows	85.00	1
*Freelance for Windows - Conversion	FREE	¼
Lotus 1-2-3 Macros (Release 2.2, 2.3, or 3.1)	170.00	2
*Introduction to Lotus 1-2-3 Database Features	170.00	2
*Introduction to PFS:Professional File, Ver. 2.0	85.00	1
*Micro Database Concepts and Design	85.00	1
Introduction to R:Base, Release 3.1	212.50	2½
*Advanced R:Base Release 3.1	170.00	2
*R:Base Query and Reports (Rel. 3.1)	85.00	1
*R:Base Views (Rel. 3.1)	FREE	¼
Intermediate R:Base (Rel. 3.1)	170.00	2
Introduction to dBASE	170.00	2
*State Telephone Training	FREE	¼
*Orientation to State's Computer Center	FREE	¼
*Introduction to IBM's Library Reader	FREE	¼

* This class is not scheduled during the time covered in this issue.

Training Calendar

Data Network/Mainframe Classes

May 17, 18 & 19	Introduction to Culprit
July 6 & 7	Introduction to Novell Networking

Microcomputer Classes

May 10 & 11	PC Maintenance
May 16	Introduction to Windows
June 8	Introduction to Windows
June 9	Introduction to DOS
June 10	Intermediate DOS
June 22	PC Memory Management
July 14	Introduction to Windows
July 27 & 28	PC Maintenance

Word Processing Classes

May 3	WordPerfect Merge & Sort
May 12 am	WordPerfect Macros
May 12 pm	Advanced WordPerfect Macros
May 25	Introduction to WordPerfect for Windows
June 20 & 21	Introduction to WordPerfect
June 23 & 24	WordPerfect for Windows

Spreadsheet Classes

May 4 & 5	Lotus Macros
May 23 & 24	Introduction to Lotus
May 26	Introduction to Lotus for Windows
May 31	Lotus WYSIWYG
June 15 & 16	Introduction to Lotus for Windows
July 25	Intermediate Lotus

Database Classes

June 27, 28 & 29	Introduction to R:BASE
July 12 & 13	Intermediate R:BASE

Data Network/Mainframe Classes

INTRODUCTION TO CULPRIT:

DATES:	May 17, 18, and 19, 1994
TIMES:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to TSO/SPF and JCL
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This 3-day class is directed toward end users and programmers. It will cover the basic functions of the CULPRIT report writer and the basic aspects of generating reports from standard files. It will not treat more advanced topics such as database access or match files. Topics covered will include:

Generating a basic report from standard files
Enhancing and formatting the report
Generating multiple reports
Sequencing report output
Selective processing
Understanding programming logic
Performing arithmetic operations
Directing processing flow
Generating total lines
Generating subtotals and sort levels
Printing selected output lines

INTRODUCTION TO NOVELL NETWORKING: presented by the staff of the Helena Vo-Tech Center

DATES:	July 6 and 7, 1994
TIMES:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Intermediate DOS
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will introduce students to the basic concepts of networking in the Novell 3.11 environment. Students will learn how to oversee the operation of a Novell network including managing hardware and software as well as how to set up users, directories, and security. It is important to understand that this course is not part of the CNE certification.

Microcomputer Classes

PC MAINTENANCE: presented by the staff of the Helena Vo-Tech

DATES:	May 10 and 11, 1994 July 27 and 28, 1994
TIMES:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Working knowledge of DOS
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is designed to give participants insight into normal routine maintenance of the personal computer. Topics covered will be internal diagnostics, add-on cards, memory management, systems upgrades, hard disk performance tips, and routine troubleshooting techniques.

MEMORY MANGEMENT: presented by the staff of the Helena Vo-Tech Center

DATE: June 22, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Intermediate DOS and Introduction to Windows
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will students an opportunity to work with memory configurations on the PC. Extended memory and expanded memory will be discussed. Other topics covered will be device drivers, disk caches, RAM disks, and configuring Windows. Some time will also be spent on interactive batch files.

FUNDAMENTALS OF DOS: presented by the staff of the Helena Vo-Tech Center

DATE: June 9, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

INTERMEDIATE DOS: presented by the staff of the Helena Vo-Tech Center

DATE: June 10, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Fundamentals of DOS or equivalent
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed to follow the "Fundamentals of DOS" class and to give the user a better understanding of and increased ability to use DOS. It is not designed for programmers and does not cover all the advanced features of the operating system. The following topics are covered:

- ATTRIB
- Batch File Creation
  - EDLIN
  - Batch file commands
- DISKCOMP
- Filters (FIND, MORE)
- JOIN
- LABEL
- MODE
- REPLACE
- SELECT
- XCOPY

INTRODUCTION TO WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATES:	May 16, 1994 June 8, 1994 July 14, 1994
TIMES:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Beginning Microcomputer Skills or three months of daily microcomputer use
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is a general introduction to Windows. It will cover the basics and show how Windows makes other applications easier to use and more productive. Topics will include:

- What are Windows - multi-tasking and task switching
- Using DOS applications
- Using Windows accessories and features
- Screen, window and menu navigation
- Window sizing and movement
- Customization

This course will not include training for system administrators and programmers. It will not cover Windows installation, maintenance or advanced features such as use for programming and file/directory management.

Word Processing Classes

INTRODUCTION TO WORDPERFECT: presented by the staff of the Helena Vo-Tech Center

DATES:	June 20 and 21, 1994
TIMES:	8:30 a.m. to 4:30 p.m. on first day 8:30 a.m. to noon on second day
PREREQUISITE:	Beginning Microcomputer Skills or equivalent
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is a generic introduction to WordPerfect for new users of release 5.0 or 5.1. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including checking spelling, finding a word or phrase, marking blocks of text, moving text and listing/retrieving document files.

WORDPERFECT MERGE AND SORT FUNCTIONS: presented by the staff of the Helena Vo-Tech Center

DATE:	May 3, 1994
TIME:	1:00 p.m. to 4:30 p.m
PREREQUISITE:	Introduction to WordPerfect 5.0 or 5.1
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will cover the file merge and sort features of WordPerfect. Students currently using WordPerfect 5.0 or 5.1 will have hands-on practice with the steps needed to generate files sorted in a variety of ways. They will also learn to merge primary and secondary files for mass mailings, for example, and to set up files for keyboard merges.

WORDPERFECT 5.1 MACROS presented by the staff of the Helena Vo-Tech Center

DATE:	May 12, 1994
TIME:	8:30 a.m. to 12:30 p.m.
PREREQUISITE:	Introduction to WordPerfect 5.0 or 5.1
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This is a seminar class that will cover the theory and construction of basic WordPerfect macros. Class will begin with simple hot key and named macros and proceed through the introductory level of the macro language. Special macros will be created such as capturing inside addresses for printing envelopes and building simple menus for lists of commonly used tasks. Students are encouraged to bring examples of tasks for instructor assisted class projects.

INTRODUCTION TO WORDPERFECT 5.2 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE:	May 25, 1994
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to Windows
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed as a basic introduction to WordPerfect for Windows. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including spell checking, searching for words or phrases, marking blocks of text, moving text and listing/retrieving document files.

ADVANCED WORDPERFECT 5.1 MACROS: presented by the staff of Helena Vo-Tech

DATE:	May 12, 1994
TIME:	1:30 p.m. to 4:30 p.m.
PREREQUISITE:	WordPerfect 5.1 Macros
LOCATION:	Helena Vo-Tech, 1115 N. Roberts, Room 210

This class will focus on the development of more difficult WordPerfect Macros. Macros covered will include fill-in-documents, nesting macros, and conditional macros. The primary emphasis will be on macro programming.

INTRODUCTION TO WORDPERFECT 5.2 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATES:	June 23 and 24, 1994
TIMES:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Beginning Microcomputer Skills and Introduction to Windows
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed as a basic introduction to WordPerfect for Windows. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including spell checking, searching for words or phrases, marking blocks of text, moving text and listing/retrieving document files.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.4: presented by the staff of the Helena Vo-Tech Center

DATES:	May 23 and 24, 1994
TIMES:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Beginning Microcomputer Skills
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files at the same time. Students will learn about new WYSIWYG (What You See Is What You Get) features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

LOTUS 1-2-3 WYSIWYG FEATURES: presented by the staff of the Helena Vo-Tech Center

DATE:	May 31, 1994
TIME:	8:30 a.m. - 12:30 p.m.
PREREQUISITE:	Introduction to Lotus 1-2-3
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is intended for users of Release 2.3, 3.1 or 3.1+ who are already using Lotus 1-2-3 to create spreadsheets. It introduces students to the WYSIWYG (What You See Is What You Get) features of Lotus 1-2-3. The class consists of lecture and hands-on practice with the following features:

- Format--fonts, boldface, italics, underline, shadow, and outline
- Text--ranges, alignment, edit
- Screen display, zoom and customization
- Graphics within a worksheet--adding, enhancing, changing size or location
- Page layout
- Previewing and printing
- Advanced WYSIWYG features

INTERMEDIATE LOTUS 1-2-3, RELEASE 2.3 OR 3.1: presented by the staff of the Helena Vo-Tech Center

DATE:	July 25, 1994
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to Lotus 1-2-3
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is intended for users of Release 2.3, 3.1 or 3.1+. It covers intermediate features of Lotus 1-2-3 for those who are familiar with Lotus basics. It consists of instructions and hands-on practice, with lab time available for building spreadsheets of the students' choosing.

The following topics will be presented:

- @ functions
- Date and time formats and functions
- Ranges--naming, hiding and protecting ranges; using range commands
- Global defaults
- Titles, windows and text editing

Time permitting, the following topics will be covered with some hands-on practice:

- Selected file functions and file linking
- Magellan Viewer Addin (available in Releases 2.3 and 3.1+ only)
- Auditor Addin (available in Releases 2.3 and 3.1+ only)

LOTUS 1-2-3 MACROS: presented by the staff of the Helena Vo-Tech Center

DATES: May 4 and 5, 1994
TIMES: 8:30 a.m. to 4:30 p.m. each day
PREREQUISITE: Beginning and Advanced Lotus 1-2-3 Release 2.2
LOCATION: Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed for those who want to learn about Lotus 1-2-3 macros. It will consist of instruction, demonstrations, and hands-on practice with lab time available to build spreadsheets of participant's choosing. The class will concentrate on using 1-2-3 Release 2.3 to design, create, and edit macros to perform simple operations or redundant tasks. The material covered will apply to all releases of Lotus 1-2-3 (2.2, 2.3, and 3.1). It will include writing and debugging macros, using the keystroke recorder, and using advanced macro commands.

LOTUS 1-2-3 FOR WINDOWS, RELEASE 1.1: presented by the staff of Helena Vo-Tech

DATE: May 26, 1994
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Lotus 1-2-3, knowledge of Windows is helpful
LOCATION: Helena Vo-Tech 1115 N. Roberts Room 210

This course is designed for anyone who has converted, or is planning to convert, to Lotus 1-2-3 for Windows Release 1.1. It consists of lecture and hands-on practice. The class covers features which are new to 1-2-3 for Windows as well as features which have changed from the DOS version. Some topics which will be discussed are Automatic Print Compression, Print Preview, 1-2-3 Classic menu, Graph Gallery, Solver and BackSolver, Dynamic Data Exchange (DDE), access to the Windows clipboard, greater flexibility in debugging macros, adding documentation to complex formulas, as well as worksheet and macro compatibility. SmartIcons and SmartPak options will also be discussed. These include AutoSum, SmartFill, SmartFormat, 3-D Sum, Centering Over Columns, and Zoom. Wysiwyg features which will be discussed include creating high quality reports by combining text, data, graphs, and styles, and enhancing graphs with drawing tools.

Database Classes

INTRODUCTION TO R:BASE, RELEASE 3.1: presented by the staff of the Helena Vo-Tech Center

DATES:	June 27, 28 and 29, 1994
TIMES:	8:30 a.m. to 4:30 p.m. on first and second days
	8:30 a.m. to noon on third day
PREREQUISITE:	Beginning Microcomputer Skills, and Fundamentals of DOS
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give participants hands-on experience creating a database and developing a simple application with R:Base 3.1. The application will include database updates, queries, and simple form and report generation. The R:Base menu system will be used to develop the application. This class will not cover the R:Base command mode or programming other than menu system application development.

INTERMEDIATE R:BASE, RELEASE 3.1: presented by the staff of the Helena Vo-Tech Center

DATES:	July 12 and 13, 1994
TIMES:	8:30 am to 4:30 pm
PREREQUISITE:	Introduction to R:Base
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will expand on topics covered in "Introduction to R:Base." Topics include sophisticated forms and reports, multi-table operations, database maintenance, and R:Base commands and functions. An overview of custom code and macros will demonstrate the programming capabilities of R:Base, but emphasis will be on enhancements to Application Express rather than "programming from scratch."

CLASS ENROLLMENT APPLICATION

COMPLETE THIS APPLICATION IN FULL AND SUBMIT IT AT LEAST ONE WEEK PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency & **Division:** _____ /_____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) and/or experience.

_____

_____

_____

BILLING INFORMATION/AUTHORIZATION **MANDATORY**

Responsibility Center: _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE THE START DATE OF THE CLASS.

DEADHEAD OR MAIL COMPLETED FORM TO:

HELENA VO-TECH CENTER
COMPUTER TRAINING CENTER
1115 NORTH ROBERTS, HELENA 59601
FAX 444-6892

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